

Agenda Item No. 6.1  
For Agenda of 9.12.06



## *Tigard City Council Workshop and Business Meeting Minutes*

Date: August 15, 2006  
Time: 6:30 p.m.  
Place: Tigard City Hall, 13125 SW Hall Boulevard  
Tigard, Oregon  
Attending: Mayor Craig Dirksen Presiding  
Councilor Sally Harding  
Councilor Sydney Sherwood  
Councilor Nick Wilson  
Councilor Tom Woodruff

Agenda Item	Discussion & Comments	Action Items (follow up)
Workshop Meeting	Mayor Dirksen called the City Council and the Local Contract Review Board to Order at 6:30 p.m.	
2. Receive Site Committee Update – Senior Center Remodel	<p>Risk Manager Mills summarized the Staff Report.</p> <p>Below is a summary of the discussion:</p> <ul style="list-style-type: none"> <li>➤ Risk Manager Mills introduced Senior Center Executive Director Joan Smith and a representative of the Loaves and Fishes and City of Tigard Site Committees Bill Gerkin.</li> <li>➤ Councilor Sherwood advised she needed clarification on the remodel. She said that since more than \$1 million will be spent on the project, she wanted to make sure a full commercial kitchen is planned. She noted the need for a facility available for groups to access a commercial kitchen for community events, fundraisers, etc.</li> <li>➤ Mr. Gerkin reviewed activity experienced with other senior centers in the region and the populations served.</li> <li>➤ The Tigard Senior Center needs to be updated, which would benefit Meals on Wheels and provide opportunities for more activities and to expand activities already taking place.</li> <li>➤ Councilor Woodruff advised that the City Council is supportive of the remodel, but wants to provide for growth in the Center's use.</li> <li>➤ Ms. Smith said some scratch cooking is now</li> </ul>	<p>Council consensus was to proceed with the Senior Center Remodel process. City Manager Prosser advised that with Council direction to proceed, funds have already been appropriated for this project. Staff will proceed to spend up to \$100,000 of this year's Community Investment Program funds for architectural work to get a conditional use application started for the remodel.</p> <p>Risk Manager Mills advised that before proceeding with architectural and engineering design bids to be funded with the second half of the funds allocated for this fiscal year (an additional \$100,000), staff will return to the City Council.</p>

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	<p>done at the Senior Center.</p> <ul style="list-style-type: none"> <li>➤ Loaves and Fishes will pay for part of the remodel.</li> <li>➤ Ms. Smith said, depending on the amount that might be awarded by the CDBG, the Tigard Senior Center remodel plans might need to be pared down or they will need to do additional fund raising.</li> <li>➤ Ms. Smith said they have worked with a kitchen architect to design a kitchen that meets commercial standards.</li> <li>➤ Risk Manager Mills noted that the remodel could occur in phases as funding is identified.</li> <li>➤ Risk Manager Mills advised the goal is to have this project finished by June 2008.</li> </ul>	
<p>2. Discuss Roles and Responsibilities of the City Center Advisory Commission</p>	<p>City Center Advisory Commission members present: Chair Carl Switzer; Commissioners Carolyn Barkley, Gretchen Buehner, and Alice Ellis Gaut</p> <p>Community Development Director Coffee introduced this agenda item.</p> <p>Senior Planner Nachbar distributed a marked-up draft of the Bylaws noting this document reflected changes suggested by the CCAC.</p> <p>Key points of the discussion follow:</p> <ul style="list-style-type: none"> <li>➤ Section 1 outlines “charge and duties”: <ul style="list-style-type: none"> <li>○ Bylaws should be reviewed to assure compatibility with the Urban Renewal Plan.</li> <li>○ Discussed the situation where another urban renewal district might be formed in Tigard. Speculation on whether another CCAC might be needed or adjustments to the existing CCAC.</li> </ul> </li> <li>➤ Chair Switzer advised of the detailed review by CCAC members. The CCAC members wanted to create a document to provide guidance if there should be a leadership change, provide for a minority report, and clarify the purpose and procedures of the CCAC.</li> <li>➤ Discussed representation of community interests from the membership of the CCAC.</li> <li>➤ A representative from each interest group is not</li> </ul>	<p>Council members agreed they would like more time to review the draft Bylaws and scheduled another discussion on September 19, 2006.</p>

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	<p>necessary; however, interest groups should be invited to the table so the CCAC can receive their input.</p> <ul style="list-style-type: none"> <li>➤ If care is taken to select a broad cross-section of the community, then there will likely be a good representation of interests.</li> <li>➤ Chair Switzer said CCAC members felt they should have input on selection of members to the CCAC. Mayor Dirksen commented that this would be unusual as this is not how appointments are made for other boards and committees. Assistant City Manager Newton added that this would require an amendment to the resolution regarding how appointments to boards and committees are done. After brief discussion, Councilor Wilson suggested it was good to have open lines of communication to receive input from the CCAC, but questioned whether it was necessary to codify this as a requirement in the Bylaws.</li> <li>➤ Community Development Director Coffee advised that if the Bylaws require that the membership reflects representation of certain interest groups within the community, how members are removed should be outlined. Chair Switzer directed attention to Section 4, "Term of Office."</li> <li>➤ Councilor Harding noted the need for better recruiting efforts for members and supported having Committee members assist with this process.</li> <li>➤ Councilor Wilson suggested that the representation of a broad spectrum of community members within the membership of the CCAC be a goal and not a "hard and fast rule."</li> <li>➤ Councilor Woodruff said Section 3(a)(2) regarding the composition of the CCAC is not needed. There was general agreement to delete this wording.</li> <li>➤ Commissioner Ellis Gaut noted there is a section in the draft Bylaws allowing a vote by proxy.</li> <li>➤ Section 7 outlines the Commission members' responsibilities, including wording on acting with respect and consideration for the viewpoint</li> </ul>	

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	<p>of others.</p> <ul style="list-style-type: none"> <li>➤ Removal of members is outlined in Section 10.</li> <li>➤ Mayor Dirksen confirmed, in response to a question from Commissioner Barkley, that the CCAC is a “Commission” not a “Committee.” These two terms have been used interchangeably – use “Commission.”</li> </ul>	
<p>4. Discuss Town Hall Audio Visual Upgrade</p>	<p>Information Technology Director Ehrenfeld introduced Mr. Lon Cudy of New World Audio Video. Mr. Cudy was awarded the contract to analyze the current condition of the Town Hall audio/visual capabilities.</p> <p>Mr. Cudy reported he has observed several deficiencies with the audio system in Town Hall. The following represents the key points discussed:</p> <ul style="list-style-type: none"> <li>➤ Town Hall audio/video (a/v) system should accommodate overflow crowds; i.e., lobby enhancements and/or off-site viewing.</li> <li>➤ Mr. Cudy proposed a large overhead screen on the wall behind the City Council dais for easier audience viewing; people seated at the dais would be able to view presentations on computer screens.</li> <li>➤ Mayor Dirksen and Councilor Harding noted issues with their laptop computers, including that the batteries no longer hold a charge for very long.</li> <li>➤ Mr. Cudy noted the multi-purpose uses of the Town Hall. He suggested that one person operate the controls of the a/v system during the meetings; i.e., the recorder or secretary.</li> <li>➤ Mr. Cudy recommended headset microphones for best results.</li> <li>➤ Sufficient microphones for everyone seated at the dais and the public testimony desk are needed.</li> <li>➤ Councilor Sherwood noted a preference for turning on the microphone when an individual wants to speak.</li> <li>➤ Review of the system will include a testimony timing system and digital recording. Mr. Cudy said he would like to “clean up” the system; do away with the numerous power cords that are visible. Mr. Cudy said he plans to develop a</li> </ul>	

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	<p>system that will be good to use ten years from now.</p> <ul style="list-style-type: none"> <li>➤ City Manager Prosser noted the need to determine what a/v equipment will be made available for public use.</li> </ul>	
<p>5. Discuss Whether to Initiate a Development Code Amendment to Allow Non-Residential Uses in a Residential Zoning District at the Quello House and Similar Properties</p>	<p>Community Development Director Coffee advised that City Council members Harding and Woodruff indicated interest in facilitating the use of the Quello House for limited commercial use.</p> <p>City Manager Prosser explained the process for this matter. If a Code Amendment is considered to set up a procedure for a conditional use permit, the legislative hearing process would be followed. If the Code Amendment is approved, Mr. Quello would need to apply for a Conditional Use Permit by going before the Hearings Officer; this would be a quasi judicial hearing.</p> <p>Mr. Quello spoke to the City Council. He submitted a written statement outlining how a conditional use approval would benefit his property. A copy of this statement is on file in the City Recorder's office.</p> <p>His key points were:</p> <ul style="list-style-type: none"> <li>➤ There is a need in the City of Tigard for this type of facility.</li> <li>➤ The Quellos are willing to share this facility with the community at no cost to the taxpayers.</li> <li>➤ Historic property will disappear if a way is not found to make such property viable.</li> </ul> <p>In response to a question from Councilor Sherwood, Mr. Quello advised he and his wife have no plans to use this facility as a Bed and Breakfast Inn.</p> <p>Councilor Woodruff commented that the 100-year old, restored Quello home is an asset for the City of Tigard. He said he would like to figure out a solution so a property such as this does not get sold for development. He said he understands there was neighborhood opposition to the events held at the Quello house in the past. Councilor Woodruff said he supported reviewing this again.</p>	<p>After discussion, consensus of the City Council was to initiate the Community Development Code Amendment process for consideration of establishing an overlay zone or conditional use process.</p>

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	<p>Councilor Wilson said he was serving on the Planning Commission when this issue came before the City last time regarding the Quello property. While the alternative might be that the property will be sold to a developer, there was a need to balance neighborhood concerns.</p> <p>Mr. Quello acknowledged the issues previously, which he characterized as a learning experience. At that time, weddings were being conducted on the property. If he is allowed to have events on the property, he said he would agree to restrictions, including rules regarding amplified music and the use of "DJ's."</p> <p>Discussion followed regarding parking and concerns that might arise. Community Development Director Coffee suggested that conditional use standards could be developed to address these types of issues.</p> <p>Mr. Quello advised the Quello House was listed on the National Historical Site registry, which must be renewed every 15 years. He will need to reapply next year to retain this designation.</p> <p>Councilor Harding supported another review and coming up with something creative for the Quello House.</p> <p>Councilor Sherwood said she would be happy if a good compromise could be found. She suggested that Mr. Quello talk to his neighbors to build support for his proposal.</p> <p>Community Development Director Coffee referred to the process for a Community Development Code text amendment to allow conditional uses on historical sites. The legislative hearings on a proposed text amendment would take place before the Planning Commission and the City Council. He reiterated that if the text amendment is approved, the conditional use approval for a specific site will be held before the hearings officer. Neighbors would be notified of this conditional use hearing.</p>	

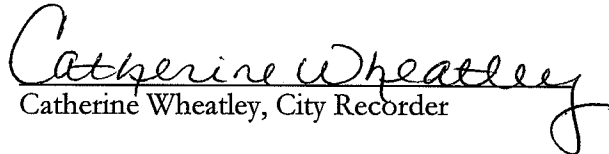
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6. Discuss City Council Report Card	<p>Assistant City Manager Newton presented the staff report.</p> <p>At the May 16, 2006, City Council meeting, Council members asked that the Committee for Citizen Involvement review and provide comments on the proposed Council report card. Councilor Sherwood noted that she and Councilor Woodruff came across the report card idea and thought this would be a good evaluation tool for Tigard City Council. Councilor Woodruff suggested using the proposed format this year and modify as needed. Report cards could be done every year or two.</p>	<p>After discussion, City Council members agreed that staff should review the report card draft and make appropriate grammatical changes. Room should be left after each question for written comments. The Report Cards will be submitted to Board and Committee Chairs and the Executive Staff. Names of persons filling out the card will not be requested; however, the City Council would like differentiation between the two groups; that is, identify whether the form was completed by a Board/Committee member or an Executive Staff member.</p>										
7. Update on the Status of the 2006 City Council Goals	<p>Assistant City Manager Newton presented the staff report. The summary of progress made on the City Council goals for the second quarter of 2006 is on file in the City Recorder's office.</p>											
8. Consider an Amendment to the City Council Groundrules	<p>City Council discussed the Council Groundrules on July 11, 2006. The following wording was proposed for consideration as an addition to the City Council Groundrules: <i>Council members should attempt to give at least 24 hours' notice, by advising the City Manager and the City Recorder of a request to remove a Consent Agenda item for separate discussion.</i></p> <p>RESOLUTION NO. 06-51 – A RESOLUTION AMENDING THE COUNCIL GROUNDRULES (EXHIBIT A) AND SUPERSEDING RESOLUTION NO. 04-83</p>	<p>Motion by Councilor Sherwood, seconded by Councilor Woodruff, to adopt Resolution No. 06-51.</p> <p>The motion was approved by a unanimous vote of Council present.</p> <table><tr><td>Mayor Dirksen</td><td>Yes</td></tr><tr><td>Councilor Harding</td><td>Yes</td></tr><tr><td>Councilor Sherwood</td><td>Yes</td></tr><tr><td>Councilor Wilson</td><td>Yes</td></tr><tr><td>Councilor Woodruff</td><td>Yes</td></tr></table>	Mayor Dirksen	Yes	Councilor Harding	Yes	Councilor Sherwood	Yes	Councilor Wilson	Yes	Councilor Woodruff	Yes
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9. Consent Agenda	<p>Mayor Dirksen reviewed the Consent Agenda before the City Council:</p> <p>9.1 Approve Council Minutes for July 18, 2006</p>	<p>Motion by Councilor Wilson, seconded by Councilor Sherwood, to approve the Consent Agenda.</p>										

Agenda Item	Discussion & Comments	Action Items (follow up)
	<p>9.2 Appoint Building Appeals Board Member - Resolution No. 06 -52</p> <p>A RESOLUTION OF THE TIGARD CITY COUNCIL APPOINTING DAN PELISSIER TO THE TIGARD BUILDING APPEALS BOARD</p> <p>9.3 Approve Budget Amendment #4 to the FY 2006-07 Budget to Increase Appropriations in the Gas Tax Capital Projects Budget within the Community Investment Program for Additional Funding for the Hall Boulevard Sidewalk Project – Resolution No. 06-53</p> <p>A RESOLUTION APPROVING BUDGET AMENDMENT #4 TO THE FY 2006-07 BUDGET TO INCREASE APPROPRIATIONS IN THE GAS TAX CAPITAL PROJECT BUDGET WITHIN THE COMMUNITY INVESTMENT PROGRAM FOR ADDITIONAL FUNDING FOR THE HALL BOULEVARD SIDEWALK PROJECT</p> <p>9.4 Approve Budget Amendment #5 to the FY 2006-07 Budget to Increase Appropriations in the Parks Capital Project budget within the Community Investment Program for Additional Funding for the Tualatin River/Cook Park Trail from Garden to Bridge Project – Resolution No. 06-54</p> <p>A RESOLUTION APPROVING BUDGET AMENDMENT #5 TO THE FY 2006-07 BUDGET TO INCREASE APPROPRIATIONS IN THE PARKS CAPITAL PROJECTS BUDGET WITHIN THE COMMUNITY INVESTMENT PROGRAM FOR ADDITIONAL FUNDING FOR THE TUALATIN RIVER/COOK PARK TRAIL FROM GARDEN TO BRIDGE PROJECT</p> <p>9.5 Local Contract Review Board: a. Award Contract for the Construction of the</p>	<p>The motion was approved by a unanimous vote of Council present.</p> <p>Mayor Dirksen        Yes Councilor Harding    Yes Councilor Sherwood   Yes Councilor Wilson     Yes Councilor Woodruff   Yes</p>




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	<p>FY 2006-07 Pavement Major Maintenance Program (PMMP) – Phase 1</p> <p>b. Award Contract for Grounds Maintenance at the City's Water Reservoir Sites and Storm Water Quality Facilities</p>	
Administrative Items	<p>City Manager Prosser reviewed the following Administrative Items with the City Council:</p> <ul style="list-style-type: none"> <li>➤ Mayor Dirksen advised Tri-Met would like to hold its quarterly board meeting (October 25) in the City of Tigard. It is possible there will be a demonstration of the equipment that lays railroad track a quarter mile at a time.</li> <li>➤ Potential joint meeting with the Intergovernmental Water Board and the City of Lake Oswego City Council on October 24. The consultant will present information so policy discussions can begin.</li> <li>➤ Fifth Tuesday Council Meeting will be on August 29, 2006, 7-9 p.m. in the Tigard Water Building.</li> <li>➤ Status of nominations for Mayor and City Council candidates for November 2006 election: Mayor Candidate: Craig Dirksen; Councilor Candidate Gretchen Buehner. Nominations for Mayor are closed; nominations for Council members close August 28, 4 p.m.</li> </ul>	

Adjournment	The meeting adjourned at 8:53 p.m.	<p>Motion by Councilor Sherwood, seconded by Councilor Woodruff, to adjourn the meeting.</p> <p>The motion was approved by a unanimous vote of Council present.</p> <p> Mayor Dirksen      Yes  Councilor Harding    Yes  Councilor Sherwood   Yes  Councilor Wilson     Yes  Councilor Woodruff   Yes </p>
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Catherine Wheatley, City Recorder

Attest:

  
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Mayor, City of Tigard

Date: 9.12.06